

Sample Completed Report

Fiscal Year 2002 EO 52(99) Report for:

Agency XYZ

Agency Name (*please type or print*)

Prepared by:

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Name and Title

Executive Order 52 (99) mandates the following activities:

1. Evaluate work related injuries/illnesses to determine how to prevent or reduce the injuries.
2. Establish goals to reduce serious occupational injuries and illnesses to enhance worker safety.
3. Involve agency employees in identifying workplace hazards and establishing goals to eliminate or reduce them.
4. Develop, maintain and monitor strategies to minimize the risk of work related injuries/illnesses.
5. Manager's performance expectations and goals to encourage a safe work environment and reduce injuries/ illnesses

By signing this document, I certify that my agency has completed all mandated actions or developed and included a plan and timeline for full compliance with Executive Order 52(99).

Agency Head Signature

Agency Head Name and Title (*please print*)

EO 52 Report Template (Draft)

The following is a template and your report should include this information MINIMALLY. You may, however include additional information to support required documentation.

EO 52 Report for FY 2002

I. Review of last year's EO 52 (99) efforts (if space provided is not sufficient, attach additional pages)

Previous year goals:

1. Initiate an accident investigation and safety awareness program.
2. Undertake a major Quality Improvement Effort
3. Reduce client assaults.
4. Ensure all managers and supervisors include safety goals in performance expectations and where appropriate, include in employee's goals.

How did you meet your goals?

1. An e-mail and newsletter based communication was established through the QA and safety departments.
 - Accidents are immediately investigated.
 - E-mails are sent out (after removing information that would identify the employee).
 - The e-mails identify the aspects of an employee or client injury that could have been avoided.
 - The newsletter, in both electronic and paper form, focuses on key issues identified through Risk Management and Safety and Workers' Compensation Departments.
2. Developed a program focusing on transportation inspection and safety, and safely securing wheel chairs. Additional actions include: preventing slip, trip and fall hazards by housekeeping, applying stair treads to all outside steps and applying non-slip tiled floor treatment to bathrooms to increase traction.
3. Conduct employee training and include specific maneuvers to avoid injury while dealing with clients.
4. Conducted performance evaluation training for supervisors and managers and stressed adding a safety component to the performance evaluation. Also created basic goals for everyone.

What obstacles did you encounter?

Budget and staffing issues caused a slow start but the goals were accomplished.

What goals remain to be completed?

None.

II. Accident/ Loss Analysis

Attach accident analysis for the previous FY losses. If none is available, complete the chart provided below.

A. Categorize losses: (Fiscal year not calendar year)				
Total Number of Injuries for FY 02: <u>163 (down from 185)</u>				
	FY <u>01</u> WC data*	FY <u>02</u> WC data*	FY <u>01</u> OSHA	FY <u>02</u> OSHA
1. Number of medical only	63	50		
2. Number of lost time cases	37	25	37	25
3. Number of lost time days	200	150	200	297
4. Number of OSHA Recordable cases			1	0
5. Number of record only cases	85	88		

- If you have no injuries please indicate zero in your analysis.

B. Accident Categories: List the categories of injuries and the number of injuries that occurred in each category. (Ex: slips, trips, falls; material handling, struck by)

Injury Categories:

Client Assault (intentional) 48
Equipment fell on employee/falling object 27
Behavior Program/ Resident Assault 15
Improper shoes/clothing 15
Other 14

Job classes:

Residential Services
Nurses
Food Service

Actions taken to prevent/reduce injuries/ illnesses identified in your accident category analysis:

1. General employee and supervisor training regarding the policies and procedures, which are incorporated into the Commonwealth of VA Workers' Compensation Program.
-Particular emphasis shall be placed upon the following topics:
*Accident reporting procedures and the need for a thorough supervisor's investigation
*Medical treatment of injury/illness. Training will concentrate upon the employee's responsibility to cooperate with the physician's prescribed treatment plan as well as the employee's responsibility to insure coordination
2. Specific training programs will be developed for individual units and departments. A review of FY 2002 data revealed:
* Residential Services, Nursing and Food Services are key departments requiring continued and ongoing training to ensure staff safety and awareness.

If the agency is not fully in compliance with EO 52(99), explain in detail what is being done or what will be done to comply with the mandate.

N/A

In what areas do you need assistance?

Assistance is needed with determining whether our agency has all of the required policies and procedures. We would like a safety professional to do a survey of our program and provide recommendations for improvement.

III. Future Goals

State next year goals and implementation strategies to improve and promote a safe work environment: **(if space provided is not sufficient, attach additional pages)**

1. Unsafe work practices shall be identified and eliminated by:
 - Requiring each unit/department to prepare area specific safety work rules, procedures and policies and where appropriate, training to employees.
 - Complete quarterly safety evaluations.
 - Analyze and investigate incidents; perform trend analysis and communicate results to unit/ department managers.
2. Reduce Client Assault/Injuries by providing quarterly in-service training and annual retraining in the Mandt Techniques for dealing with manipulative behaviors.
3. Continue performance evaluation goals including safety.

Briefly discuss the programs and the opportunities that promote employee involvement in safety within your agency.

A safety committee was established to perform random audits of the facility. Also, a system for reporting hazards found by employees has been established. Quarterly meetings are being held to discuss safety issues and to provide recommendations to management to reduce or eliminate similar accidents.

IV. Assistance/ General Comments

What assistance do you need, if any, from the Office of Workers' Compensation?

Training resources, ergonomics assessments and video resources.

What assistance do you need from The Department of Labor and Industry?

Information about audits from VOSH and policies and programs available to state agencies.

General Comments:

Although not required by the Executive Order, our agency has put together a workplace violence prevention program and the violence prevention committee has regular training including drills for potentially violent situations. There is a review of the workplace violence prevention program after each drill and after an incident occurs to make adjustments or improvements.